

# CRS SELF CERTIFICATION FORM (Controlling Person) Navigator Investment Services Limited (“Navigator”)



## Why are we asking you to complete the form?

Regulations based on the Singapore Income Tax Act (Chapter 134) and OECD Common Reporting Standard for the Automatic Exchange of Financial Information (“CRS”) require Navigator Investment Services Limited to collect and report certain information about an Account Holder’s tax residence and if applicable, the tax residence status of each natural person that is a Controlling Person. This will usually be where you are liable to pay income taxes. Special circumstances may cause you to be a resident elsewhere or a resident in more than one country/jurisdiction at the same time (dual residency). We may be legally obliged to give the Inland Revenue Authority of Singapore (IRAS) this information, along with information relating to your Account, which may be shared between different countries’ tax authorities.

To help us collect this information, we need you to complete the questions and return this form to us.

If your circumstances change and any of the information provided in this form becomes incorrect, please let us know by providing us with an updated self-certification form.

## Who should complete the CRS Self Certification Form for Controlling Person?

If you are an individual who has ultimate control of a Passive Entity (for example, the entity is a trust or investment vehicle), you are a Controlling Person and you will be required to complete this form.

Where you need to self-certify on behalf of an Entity (which includes businesses, professionally managed trusts and partnerships), please complete the “CRS Self Certification Form for Entity”. Similarly, if you are an individual Account Holder, please complete the “CRS Self Certification Form for Individual”. You can find these forms at [singlife.com/en/common-reporting-standard](http://singlife.com/en/common-reporting-standard).

For multiple Controlling Persons, each individual will need to complete a copy of the form.

If you have provided information in relation to the United States Government Foreign Account Tax Compliance Act (FATCA), you are still required to provide additional information for the CRS as this is a separate regulation.

## If you are completing this form on behalf of a Controlling Person

Please tell us in what capacity you are signing in Section 5. For example, you may be a representative of the Entity or completing the form under a Power of Attorney.

## Where to go for further information?

You may obtain more information on CRS from the OECD website at [oecd.org/tax/automatic-exchange/common-reporting-standard](http://oecd.org/tax/automatic-exchange/common-reporting-standard) or visit [singlife.com/en/common-reporting-standard](http://singlife.com/en/common-reporting-standard). If you have any questions on how to define your tax residency status, please speak to a professional tax adviser as we are not allowed to give tax advice.

You can find a list of definitions in the Appendix.

## 1 IDENTIFICATION OF LEGAL NAME OF ENTITY WHICH YOU ARE A CONTROLLING PERSON

Account Number

Business Registration No./Unique Entity No.

Legal Name of Entity

## 2 IDENTIFICATION OF THE CONTROLLING PERSON

Name of Controlling Person

NRIC/FIN/Passport No.

Date of Birth (DD/MM/YYYY)

Residential Address

Country	Postal Code
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Correspondence Address (if different from Residential Address)

Country	Postal Code
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Contact Details

Mobile [  Country Code ] -

Home [  Country Code ] -

Office [  Country Code ] -

Email Address

### 3 DECLARATION OF TAX RESIDENCY UNDER THE COMMON REPORTING STANDARD (CRS)

Please complete the following table indicating:

- i) where the Controlling Person is a tax resident, and
- ii) Controlling Person's TIN for each country indicated.

1. Are you a tax resident of Singapore?

Client			
<input type="radio"/> Yes, I am solely a tax resident of Singapore and do not have a foreign tax residency. My Singapore TIN is my NRIC/FIN. If your TIN is not your NRIC/FIN, please state it here: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>			
<input type="radio"/> No, I am currently a tax resident in the following list of countries/jurisdictions ( <i>include Singapore if applicable and provide details below</i> ):			
Country/Jurisdiction of Tax Residence	Tax Identification Number (TIN)	If TIN is not available, please tick Reason A, B, or C.	If B is selected, please explain why you are unable to obtain a TIN.
		<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	
		<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	
		<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	

**Reason A** : The country does not issue TINs to its residents.

**Reason B** : Unable to obtain TIN or equivalent number. Please provide explanation on reason which you are not able to obtain or equivalent number.

**Reason C** : TIN is not required (*to be selected only if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction*).

2. If your residency address, correspondence address or contact number is **different** from your country(ies) of tax residence, please select (tick) a reason that applies and submit relevant supporting documents:

Client	
<input type="radio"/> I am currently working in country of residence for less than 6 months.	<input type="radio"/> I am a student at an educational institution.
<input type="radio"/> I am on cultural/education exchange program.	<input type="radio"/> Others ( <i>please elaborate</i> ) : _____
<input type="radio"/> I travel regularly between jurisdictions for home and work.	

### 4 TYPE OF CONTROLLING PERSON

Please provide the Controlling Person's status by ticking the appropriate box(es).

**Controlling Person of an Entity**

- Shareholder/Owner (*direct or indirect*)                       Senior Managing Official

**Controlling Person of a Professionally Managed Trust**

- Settlor                       Trustee                       Protector                       Beneficiary/Class of Beneficiaries

If it is other legal arrangement, please specify: \_\_\_\_\_

### 5 DECLARATION AND SIGNATURE

I declare and confirm the following:

- i) the information provided for the purposes of CRS/tax regulations is correct and complete;
- ii) I understand that the information in this form that will be reported to IRAS and any other tax authorities of another country is:
  - Name, address, jurisdiction of tax residence, Tax Identification Number (TIN) and date of birth.
  - Account number and that the account is with Navigator Investment Services Limited.
  - The balance or value of the Account at the end of the calendar year or at the date the Account was closed.
  - The gross amount of dividends proceeds from redemption or other amounts paid or credited to the Entity or Account during the calendar year.
- iii) I will inform Navigator Investment Services Limited within 30 days of any change in circumstances which affect my tax residency status or causes the information contained herein to become incorrect or incomplete, and to provide Navigator Investment Services Limited a suitably updated self-certification form and declaration within 90 days of such change in circumstances; and
- iv) I certify that I am the Controlling Person, or am authorised to sign for the Controlling Person, of all the Accounts held by the entity Account holder to which this form relates.

**Signature**

**Name**

**Date (DD/MM/YYYY)**

D	D	/	M	M	/	Y	Y	Y	Y
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**Capacity (if signing for and on behalf of Controlling Person):**

## APPENDIX – DEFINITIONS

Note: The following selected definitions are provided to assist you with the completion of this form. If you have any questions about tax principles that affect the tax residence of an individual who is a Controlling Person, please contact a tax adviser or the applicable tax authority.

“**Account**” means Navigator investment account maintained by Navigator Investment Services Limited.

“**Account Holder**” means the person listed or identified as the holder of the Account. A person, other than a Financial Institution, holding an Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Account Holder. In these circumstances that other person is the Account Holder. For example in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder.

“**Control**” over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (typically on the basis of a certain percentage (e.g. 25%)) in the Entity. Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person(s) is/are identified as exercising control of the Entity through ownership interests, then under the CRS the Reportable Person is deemed to be the natural person who hold the position of senior managing official.

“**Controlling Person(s)**” is the natural person(s) who exercise ultimate control over an entity. In the case of a trust, the Controlling Person(s) are the Settlor(s), Trustee(s), Protector(s) (if any), Beneficiary(ies) or Class(es) of Beneficiaries, regardless of whether or not any of them exercises control over the activities of the trust.

Where the settlor(s) of a trust is an Entity then the CRS requires Financial Institutions to also identify the Controlling Persons of the settlor(s) and when required report them as Controlling Persons of the trust.

“**Entity**” means a legal person or legal arrangement, such as a corporation, organisation, partnership, trust or foundation. This term covers any person other than an individual (i.e. a natural person).

“**Shareholder's**” or “**Senior Managing Official's**” details only need to be included if he/she own or control more than 25% of the shares or voting rights, or otherwise exercise control of the management e.g. if they own less than 25% but his/her percentage of ownership is significantly higher than that of any other shareholders. Where no natural person is seen as exercising control of an Entity, the Controlling Person of the Entity will be the natural person(s) who holds the position of senior managing official.

“**TIN**” means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the OECD automatic exchange of information portal.